

FREQUENTLY ASKED QUESTIONS  
REGARDING ELECTRONIC CASE FILING (ECF) TRAINING AND REGISTRATION

Question: What do I have to do to start filing electronically?

Answer: You have to attend training and submit a registration form to be issued a login and password. If you have received training in another district, you may submit a registration form and indicate where you attended training.

Question: How do I sign up for ECF training?

Answer: Contact the Bankruptcy Clerk's Office to arrange for ECF training; the point of contact is Sheila Huffman at 304/347-3003.

Question: Can I send my secretary or legal assistant to the class? She will be the one doing all the filing anyway.

Answer: Yes, your secretary or legal assistant may attend the class, but NOT in your place. ONLY ATTORNEYS RECEIVE LOGINS AND PASSWORDS, which are equivalent to the attorney's written signature. However, we strongly encourage you to bring one or more members of your support staff with you when you attend. Support staff may include legal secretaries, legal assistants, or even members of your automation staff.

Question: If I have attended ECF training for District Court, why do I also have to come to Bankruptcy training?

Answer: The ECF Training for Bankruptcy Court is similar but not exactly like the District Court training course you attended. The classes review procedures specific to each court, as well as hand-on instruction on filing documents electronically for each court.

Question: How much does the training cost?

Answer: There is no charge for the training.

Question: Are there any requirements for attending the training and getting a login and password?

Answer: In order to get a login and password for Bankruptcy ECF, you must be an attorney admitted to practice in the Southern District of West Virginia and in good standing who has attended any bankruptcy training class. Limited logins are available for Bankruptcy ECF to creditors and attorneys

not admitted to practice in the Southern District of West Virginia. Limited use allows the filer to electronically file proofs of claims, reaffirmation agreements, and other claim actions.

Question: We have a login and password to file in the Southern District of West Virginia. Does that work in the Northern District of West Virginia?

Answer: No, it does not work. Each court district in the country requires its own registration and issues its own logins and passwords to ECF. Once you receive your password from the court that issues it, you may change that password to match the password you use in other court districts.

Question: Can I get Continuing Legal Education credits for attending?

Answer: Yes. The West Virginia Bar Association has approved our training for MCLE (Mandatory Continuing Legal Education) credit.

Question: Can I use your training for MCLE in other states, like Kentucky and Virginia?

Answer: You will have to check with the bar associations in those states.

Question: If I am trying to file something electronically in the Northern District, can you help me with that?

Answer: If you need assistance with Bankruptcy ECF in the Northern District of West Virginia, you will need to call the Bankruptcy Clerk's Office in the Northern District of West Virginia; the point of contact is Marcie Kacsmar at 304/233-1655